

INVENTORY OF REQUIREMENTS FOR REPORTS TO CONGRESS

PROCEDURES FOR PREPARING AND SUBMITTING
INVENTORY OF REQUIREMENTS FOR REPORTS TO THE CONGRESS

The following material details the procedures for submitting to GAO information on requirements for reports to Congress, required by the "Congressional Budget Act of 1974."

Information provided is being used by the GAO to monitor the various reporting requirements of the Congress, to make recommendations to the Congress for elimination of duplicative and unneeded reporting requirements, and to recommend changes and improvements to congressionally imposed reporting requirements. A complete and accurate inventory of requirements for reports is essential to fulfill these responsibilities.

Report (Definition)

A report is any information transmitted on a recurring or a one time basis to the Congress in any written manner in a narrative, tabular, or graphic form.

Reporting Requirement (Definition)

A reporting requirement is any official Congressional request (as contained in a public law, U.S. Code, letter, telephone conversation, or any other means of communication) to submit information to the Congress on a periodic or contingency basis. This includes all reports transmitted directly to the Congress, and those sent to the President for transmittal to the Congress. Intra-agency and interagency feeder reports and all oral reports are excluded from this survey.

Several reporting requirements are often fulfilled within a single report document. For example, an agency's annual report may respond to various annual reporting requirements. A separate GAO form 510 should be submitted for each requirement for the purposes of identification and evaluation of each requirement.

Agencies submissions and information about this request should be directed to:

Johnny R. Bowen
Information Systems Group
Program Analysis Division
U.S. General Accounting Office
441 G Street, N.W., Room 5008
Washington, DC 20548

Instructions for Completing GAO Form 510
and Associated Validation Listing

These instructions pertain to the completion of (1) blank GAO Form 510's, (2) partially completed GAO Form 510's, and (3) a validation listing of previously reported information via the GAO Form 510.

Completion of blank GAO Form 510's

A blank GAO Form 510 (enclosure 1) should be completed for each required recurring report that has not been previously prepared/submitted to GAO. Provide all of the information requested on the GAO Form 510. In those cases where a report has not yet been prepared, please provide your best estimate for each requested data element. For example, please identify the Office which is most likely to prepare the report, provide a "proposed" title for the report, identify the House and Senate authorizing committees, etc. Please indicate in the remarks section of the GAO Form 510 (Section 15) when a report has not been prepared or submitted to fulfill a requirement.

Completion of partially completed Form 510's

We have enclosed some partially completed GAO Form 510's (enclosure 2) which reflect recurring and one time reporting requirements which are not currently contained in the Inventory of Requirements for Reports of your agency. Most of these requirements are contained in recently enacted legislation of the 95th Congress. This enclosure does not purport to be inclusive of all your new or previously unreported requirements; it merely contains those missing requirements of which we are cognizant. We ask that you conduct a review to identify those requirements which our research failed to identify. For example, you may have some nonstatutory requirements from committees or members of Congress. Blank GAO Form 510's have been enclosed for your use in identifying such requirements.

With respect to partially complete GAO Form 510's, you are requested to review and complete the form for those requirements which you agree are the responsibility of your

agency. If the requirement listed on a GAO Form 510 is not a responsibility of your agency, please make a brief explanatory statement in the remarks section of the GAO Form 510. Forms for one time reporting requirements should not be completed but each agency is requested to indicate in the remarks section whether you agree that these requirements are the responsibility of your agency.

Validation of previously reported information

Enclosure 3 contains the inventory of requirements for reports as it was previously reported to GAO. Please review this information for accuracy. Any changes, modifications, additions or deletions of information should be penned neatly using capital letters for ONLY those portions requiring a change. If any of the listed requirements have become obsolete, on GAO Form 510 complete Items 1, 2 and provide in Item 15 a brief statement which gives a reference to the source document which made the requirement obsolete.

Instructions For Completing GAO Form 510

The instructions for the completion of the GAO Form 510 are delineated below. Each numbered item corresponds to the numbered items on GAO Form 510, which is attached. Additional instructions and GAO Forms 510's may be obtained from the Program Analysis Division source listed above.

1. AGENCY NAME: Please identify the name of your agency, the bureau or major subordinate office which is responsible for the report and the official agency contact. The official agency contact information will be used by Congresspersons or their staff to make inquiries about reporting requirements. Please do not use office symbols or inter-agency abbreviations in Item 1.
2. ACCESSION NUMBER: If a "NEW" submission, GAO will assign the accession number. If a "DELETE" or "CHANGE" submission, enter the assigned accession number on both front and back of GAO Form 510.
3. AGENCY REPORT CONTROL SYMBOL/NUMBER: Provide the report control symbol and/or number which your organization has assigned to the report. If none, leave blank.
4. REPORT TITLE: Provide the title (use the title as submitted by your agency) of the report. If report title is classified, provide an unclassified short title. If a report has not been prepared to fulfill a reporting requirement, provide your proposal of an appropriate title.

5. PREPARER: In order that we may have a specific source of information for responding to questions about the report, please provide the name and telephone number of the individual who actually prepares the report or who is directly responsible for its preparation. Provide the complete telephone number including area code. Please do not use symbols to identify the office.
6. CONTROL SPECIFICATIONS:
 - a. SUBMISSION STATUS - Indicate whether the submission is new to the inventory, changes information previously submitted, or deletes a previous submission. For changes, complete Items 1, 2, and ONLY THE APPROPRIATE ITEM(S) TO BE CHANGED.
 - b. FREQUENCY OF SUBMISSION - Provide the frequency of submission as stated in the requirement.
 - c. DUE DATE - Provide the due date of the report as stated in the requirement; e.g., June 30, or 120 days after the end of FY. Leave this space blank for those reports which are contingent upon an event or those submitted as required. If your agency submits the report on a date other than that specified in the requirement, identify it accordingly.
 - d. SECURITY CLASSIFICATION - Please indicate if the report is unclassified or classified.
7. GEOGRAPHIC RELEVANCE: Indicate the levels of geographic reference utilized when aggregating data contained in the report, i.e., national, state, county, city, standard metropolitan statistical area (SMSA), congressional district, or specify other level. Check one or more as appropriate.
8. AVAILABILITY: Indicate whether the report is (1) publicly available through the agency contact/preparer of report, Government Printing Office (GPO), National Technical Information Service (NTIS), (2) restricted to internal use only or (3) classified.
9. BUDGET REFERENCE: If the report is clearly relatable to a program that has an OMB budget account, place the 11 digit OMB account number(s) and title(s) as delineated in the Appendix to the Budget of the United States Government in this space. Otherwise, leave this space blank.

10. AUTHORIZING LEGISLATION/AUTHORITY:

- a. STATUTORY AUTHORITY FOR REPORT - If possible, please provide all three statutory references (Public Law, Statutes at Large, and United States Code). At least one of these references must be submitted for each report required by statute. Provide the Public Law number and section, volume and page number for the Statutes at Large (Stat), and the title and section

citation for the United States Code (USC), e.g., P.L. 95-503, section 2, 88 Stat 564, and 5 U.S.C. 522(D). Also, give the name of the Public Law, if any.

- b. NONSTATUTORY AUTHORITY FOR REPORT/VOLUNTARY REPORT:

Identify the authority for the report for congressional documents; identify the kind of document, e.g., Senate Report, Committee Print, etc.; identify the proponent, the date of the request, the medium by which the request was made and other relevant descriptive data, e.g., "letter of June 30, 1970, from the Senate Committee on Government Operations," "Page 251 of House Report 1339, July 4, 1972," "Telephone call from Congressman John Doe."

11. CONGRESSIONAL RELEVANCE: Identify the oversight congressional committee recipients of the report. Although many statutory requirements stipulate the reports are to be sent to the Clerk of the House or the Secretary of the Senate, those offices generally distribute all reports to the oversight committees which are the ultimate users of reports. Therefore, please designate the specific congressional committees when known.
12. CONTENT: Provide a brief description of the report content. Please do not merely repeat the report title, but rather provide the key words and key elements of the report. In the case of a classified report, please provide an unclassified summary. If the space provided is insufficient, the Description of Content should be continued on a separate sheet of paper.
13. EVALUATION QUESTIONS: Please respond either "yes" or "no" to the 13A thru 13F questions. Questions D, E, and F require an explanation for a "yes" response. Please place your responses to these questions in the space

provided on the GAO Form 510. If the provided space is insufficient, explanations may be continued on a separate sheet of paper.

14. COSTS:

- a. DEVELOPMENTAL COSTS - Provide developmental costs for reports created in response to requirements dated after September 30, 1975. To compute developmental costs, we recommend that you use page 2 of the Guide to Estimating Reporting Costs. If you do not use the

referenced guide, please provide us with a copy of your methodology for computing costs. In the event a report has not been prepared, leave this space blank.

- b. OPERATIONAL COSTS - Please provide the annual operational costs for preparing the report. To compute operational costs, we recommend that you use the factors on page 3 of the Guide to Estimating Reporting Costs. If you do not use the referenced guide, please provide us with a copy of your methodology for computing costs. In the event a report has not been prepared, leave this space blank.

- c. STAFF-HOURS - Please provide the annual staff-hours required to prepare the report.

15. REMARKS: This space may be used to provide additional information about reporting requirements, as well as, reporting changes and deletions to previously submitted requirements.

GAO Form 510
(rev 2-79)INVENTORY OF REQUIREMENTS FOR REPORTS TO CONGRESS
U.S. GENERAL ACCOUNTING OFFICE
PROGRAM ANALYSIS DIVISION

1. AGENCY Bureau Department of Commerce Office Industry and Trade Administration Office Export Administration		2. ACCESSION NUMBER (GAO use only) R
4. TITLE OF REPORT Export Administration Report		3. AGENCY REPORT CONTROL NUMBER (if applicable) None
5. PREPARER OF REPORT Name Toni Broome Telephone 202 967-3856 (area code) (number)		
6. CONTROL SPECIFICATIONS		
a. Submission Status <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete	b. Frequency of Submission (as Stated in requirement) Semiannually	c. Due Date (as stated in requirement) Unspecified
d. Security Classification <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Classified		
7. GEOGRAPHIC RELEVANCE <input checked="" type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Congressional District <input type="checkbox"/> SMSA <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Not Applicable		
8. AVAILABILITY: <input checked="" type="checkbox"/> Preparer of Report <input type="checkbox"/> GPO <input type="checkbox"/> NTIS <input type="checkbox"/> Not Publicly Available <input type="checkbox"/> Other (Specify) _____		
9. BUDGET REFERENCE		
a. OMB ID Code(s) 13-1250-0-1-376	b. OMB Account Title(s) Operations and Administration	
10. AUTHORIZING LEGISLATION/AUTHORITY		
a. Statutory P.L. Number 91-184 Sec. 10 83 Stat 846 50 USC App 2409 P.L. Name Export Administration Act of 1969		
b. Non-statutory <input type="checkbox"/> Voluntary <input type="checkbox"/> Congressional Document (specify type of document) _____ No. _____ page _____ <input type="checkbox"/> Letter Date _____ Source _____ <input type="checkbox"/> Other (specify) _____		
11. CONGRESSIONAL RELEVANCE		
a. House Authorizing Committee Banking, Currency and Housing	Code	b. Senate Authorizing Committee Banking, Housing and Urban Affairs
Code	Code	Code

12. CONTENT

ACCESSION NUMBER
R

This report of the Export Administration contains information on the administration of export controls, current developments in export administration, short supply, security and foreign policy controls, and enforcement activities. It also contains information on trade promotion, trade discussions and the current aggregate level of trade between Eastern and Western countries. There is a statistical breakdown of U.S. exports and imports by areas and Communist countries. Other tables include data on U.S. exports to and imports from Eastern Europe and the U.S.S.R. by principal commodities, and U.S. trade with the principal countries of Eastern Europe, the U.S.S.R., and the People's Republic of China.

13. EVALUATION QUESTIONS

- A. Do you use the report in the internal management of your organization? ☐ Yes ☒ No
- B. Would this report be prepared if the Congress did not require it? ☐ Yes ☒ No
- C. Have you any evidence of use of this report by the Congress? ☒ Yes ☐ No
- D. Do you consider this report to be burdensome to prepare? ☐ Yes ☒ No

If yes, explain: _____

- E. Is the information in this report duplicated in other documents also sent to the Congress? If yes, identify: ☐ Yes ☒ No

- F. Do you recommend that the requirement for this report be abolished or modified? If yes, explain: _____ ☐ Yes ☒ No

14. COSTS

a. (Developmental) _____ b. (Operational) \$6,000 c. (Staff hours) 744

15. REMARKS

GAO Use Only

Analyst _____

Date _____